



*Revised 7/20/2020*

## **Joint Use Agreement (JUA) Process**

When a party is interested in using DOTD right-of-way and a DOTD permit is not applicable, then the party may request a JUA.

The JUA process typically follows this order with few exceptions:

1. Applicant sends Intent Request documents (letter & sketch of proposed area) to DOTD.
2. The JUA Group member will research the proposed area in question for any existing JUAs.
3. Site Visit/Walk Through with applicant, DOTD representatives, and Federal Highway Administration (FHWA) as applicable.
4. Research of location by DOTD Real Estate Section for expropriation or excess property status.
5. Conceptual review and approval by DOTD district and DOTD sections as applicable.
6. Assessment by DOTD Environmental section.
7. Conceptual review and approval by FHWA.
8. Applicant sends Metes and Bounds Survey (3 stamped sets). It is best to get conceptual approvals completed first since the applicant pays for the survey.
9. Verify with Location and Survey that Metes and Bounds are consistent with originally submitted documents
10. Annual lease fee determination from DOTD Real Estate Section.
11. Review and approval of draft JUA contract by DOTD and FHWA as applicable.
12. 3 original JUA's signed by applicant.
13. 3 original JUA's signed by DOTD HQ Permit Engineer and FHWA as applicable.
14. Applicant submits lease payment. Wait for DOTD notification before sending check because first payment may be prorated based on final signatures.
15. DOTD executes JUA and sends one original to applicant.
16. DOTD Districts will permit all work on the JUA sites.

Note: DOTD departments not mentioned in this document may be involved in the JUA review process when necessary, such as:

- Bridge Maintenance
- Bridge Design
- Hydraulics

The following documents may be accessed from the LA DOTD website:

- JUA rules from the Louisiana Administrative Code (LAC) Title 70
- Metes and Bounds Survey example

For information please contact:

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